

## **Appointment of Trustee**

### **Instructions:**

**Select** *Bankruptcy*

**Select** *US Trustee*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Appointment of Trustee](#)

**Insert** “Notice” if the document is titled Motion and Notice

**Select** Party.

- Party filer not listed, Add/Create New Party.

**Browse, verify and attach** the correct pdf file.

- Add attachments, if applicable.

**Select** Trustee

- Use the pull down menu to add the appropriate trustee

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.